



## Indiana K-12 Schools Become an Authorized Certiport Center and Receive Discounted Exam Prices

Course Technology has partnered with Certiport to help schools become Certiport Centers. Certiport has been the exclusive developer and administrator of the Microsoft® Office Specialist Certification program for Microsoft Corporation since 1998 and provides the comprehensive support needed to administer performance-based computer certifications (MS Office Specialist and IC<sup>3</sup>) to certification candidates. **We have also partnered with your Indiana State Department of Education in order to offer you State Pricing for MOS and IC<sup>3</sup> Certification exams.**



Becoming a Certiport Center allows you to administer Microsoft Office Specialist and Internet and Computing Core Certification (IC<sup>3</sup>) exams at your school. Not only will your school be uniquely positioned to provide the highest level of secure, performance-based testing, but you can also provide your students with instant, standardized validation of computer knowledge and skills. Using this validation, Certiport Centers easily demonstrate the classroom-to-workplace pathway to students, business partners, and recruiters. Students can easily market their credentials to reach their educational goals and maximize their employment opportunities.

**The process to become a Certiport Center and purchase exams from Course Technology is very easy. The entire process can be completed by visiting the following website:**

<http://www.course.com/certiportcenter/default.cfm>

1. Determine if your computer lab meets the necessary system requirements for running the exam software for Microsoft Office Specialist exams, IC<sup>3</sup> exams, or both. Due to security requirements, some schools have chosen to designate only a few stand-alone computers for testing purposes.  
<http://www.course.com/certiportcenter/systemrequirements.cfm>
2. If you meet the system requirements, complete and submit the online application to become a Certiport Center. You can also purchase exams at this point, if desired. The online application can be found at <http://www.course.com/certiportcenter/testcenterform.cfm>
3. Certiport will send an e-mail to the Certiport Center Account Manager, as identified on the online application. The e-mail will include the school's account information, including your Certiport Center username and password. The e-mail will also include instructions on how to download the exam software from the Certiport Web site, how to begin administering exams, and how to contact the Certiport Tech Support Staff if you have questions relating to the exam software.
4. To purchase additional exams, return to <http://www.course.com/certiportcenter/exams.cfm> or purchase directly from Thomson by phone, fax, or mail.

**Technical Support:** Certiport, Inc., provides technical support issues regarding the Microsoft Office Specialist and IC<sup>3</sup> exam software.

**Certification Exam Pricing:** Authorized Certiport Centers throughout Indiana can purchase certification exams at a discount through Course Technology as follows:

Microsoft Office Specialist Exams:		IC <sup>3</sup> Exams:	
ISBN 0-619-03339-8	\$42 each+	ISBN 0-619-18313-6	\$20 each*

+Each year a minimum of twenty (20) Microsoft Office Specialist exams must be purchased in order for your Certiport Center to keep an active status.

\*Candidates must pass the three IC<sup>3</sup> exams to become IC<sup>3</sup> certified.

## Already a Certiport Center?

You can begin ordering tests directly from Course Technology – we can provide the TOTAL PACKAGE:

- Become a Certiport Center
- Purchase exams for MOS and IC<sup>3</sup>
- Purchase training and educational texts that map to the certification exams
- Purchase test-prep software (SAM and TOM)

If you are currently ordering exams through Certiport using your Certiport Center Dashboard, follow these steps to order from Course Technology:

- Go to <http://www.certiport.com>
- Choose the TESTING CENTERS Tab
- Choose LOGIN (Welcome to Certiport Center Dashboard)
- Enter your Certiport Center Username and Password
  - If you forget your username and/or password, call Certiport Technical Support at 1-888-222-7890
- Click on “Order from Distributor”
- Select Course Technology as your provider and complete the online form

**You can also order exams or other Course Technology/Thomson products by phone, fax, or mail.**

**Be sure to include your Certiport Center name and account number on your order so exams can be transferred electronically into your account.**

Thomson Distribution Center  
10650 Toeppen Drive  
Independence, KY 41051  
800-824-5179 Phone  
800-487-8488 Fax

**If you have additional questions, please contact your sales representative:**

**Tony Johnson at 317 255-3198 or [tony.johnson@thomson.com](mailto:tony.johnson@thomson.com)**

**or**

**Julie Schuster at Course Technology in Boston at 800-648-7450 x8272 or [julie.schuster@thomson.com](mailto:julie.schuster@thomson.com)**



**Prices valid from 6/1/05 to 5/31/06**